

**POSITION TITLE:** ECONOMIC DEVELOPMENT SPECIALIST  
**REPORTS TO:** President/CEO  
**FSLA STATUS:** Exempt  
**SUGGESTED COMPENSATION RANGE:** \$40,000 - 50,000  
(commensurate with experience and education)

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**POSITION SUMMARY:**

Coordinate data management and research for the Economic Development Partnership's business development activities and operations under the supervision of the President/CEO.

**ESSENTIAL FUNCTIONS:**

**The Economic Development Specialist will support and assist the President/CEO by:**

- Continually maintaining and enhancing the Partnership's industrial and commercial sites/buildings databases and resources for business prospects, including customized client responses utilizing available mapping tools, technology, and data, in coordination with the Kentucky Cabinet for Economic Development, realtors, utility companies, property owners, and others.
- Coordinating response to new and expanding business projects, including but not limited to requests for proposals (RFPs), data inquiries, site visits, and client contacts, including maintenance of project pipeline report/infographic for both internal tracking and public review.
- Conducting research necessary to support the foregoing key functions and to aid in the Partnership's ongoing measurement of local/regional economic conditions and performance, including development of the Partnership's Annual Report and Economic Health Index.
- Maintaining and updating the Partnership's website at [www.DevelopDanville.com](http://www.DevelopDanville.com), the Kentucky Crossroads regional website at [www.KyCrossroads.com](http://www.KyCrossroads.com), and associated websites.
- Creating digital/technological content (such as Microsoft PowerPoint) and printed materials for meetings with and presentations to Partnership board, committee, public, and client contacts.
- Coordinating and staffing the Partnership's hosted events and activities.
- Supporting the Partnership's participation in the Kentucky Crossroads Regional Economic Development Coalition.
- Supporting the operations of the Boyle County Industrial Foundation and other Partner organizations as needed.

**OTHER RESPONSIBILITIES:**

- Assist with daily operations and other duties as assigned.
- Provide excellent customer service as a component of all job duties.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- Requires a bachelor's degree or equivalent experience in business/management, public relations, and/or public administration, and some previous economic development experience preferred.
- Demonstrate excellent oral, written and technical communication skills.
- Proficiency in Microsoft Word, Excel, PowerPoint, Access, Outlook, and QuickBooks applications.
- Must have a valid Kentucky driver's license with access to a motor vehicle during working hours.
- Demonstrate strong commitment to communities and region in which the Partnership serves.

**REVISED:** February 20, 2019